

STATINTL

1 March 1965

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Chief

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Dear Jerry:

Subject: [ ] Taxes

I am answering your 29 January 1965 letter to [ ] subject as above.

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I have coordinated with the various Organization components who would be involved in withholding [ ] tax for your people. It appears it can be done without too much difficulty. The Finance people say they can issue a Treasury check for tax withheld but need to know the following:

- a. To whom will the check be made payable?
- b. Finance wishes to make one check payable perhaps quarterly. In other words, they do not want to issue a check for tax withholding for each person, nor necessarily on a bi-weekly basis for the total amount withheld on the payroll voucher.
- c. You must compute the tax withheld.
- d. When would you want to start withholding?

I stand ready to help you implement withholding as soon as practical. Please give me as much specific information as possible, in addition to the above, and we should be able to start this process quickly since the groundwork has already been laid.

Sincerely,

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[ ]  
Acting Chief, Administrative Staff, [ ]

TJP:djh